



### **Canada Summer Jobs Program - 2023**

**Proposed Job Title:** Casework Assistant  
**Hours of Work/week:** 37.5  
**Start Date:** May 29<sup>th</sup>, 2023, or as soon as possible thereafter  
**End Date:** September 1, 2023  
**Wage:** \$15.50/hour

(\*\*Please note: This contract position is funded by the Canada Summer Jobs program and requires applicants to be between 18 and 29 years of age).

If you have a natural ability to engage people in a cause and are someone who wants to make a difference in the lives of children who need a mentor, Big Brothers Big Sisters of Niagara would like to hear from you! We are currently seeking an enthusiastic and skilled person for the position of Casework Assistant. The incumbent will provide case management support to the service delivery team in accordance with the standards as set out by Big Brothers Big Sisters of Canada. This role will include supporting successful community and school partnerships, assisting in the organization of special events to increase family and community relationships, providing resources and experiences for children, youth and families, seeking out referrals where necessary and assisting with public relations and marketing tasks. The agency services all 12 municipalities of Niagara. This position reports directly to the Casework Supervisors.

#### **Job Duties:**

- To support service delivery staff in the development and facilitation of agency programming
- Assist with service delivery tasks including appointment coordination, management of files, volunteer recruitment tasks
- Provide administrative backup and support to service delivery staff
- Liaise with staff, volunteers, businesses and community groups on behalf of the agency
- Support engagement activities as well as service delivery and fundraising events
- Reception duties and management of program database as required
- Other tasks as assigned

#### **Requirements**

- Strong interpersonal and communication skills
- Able to set priorities and develop a work schedule
- Ability to work independently and as part of a team
- Able to multi-task & be flexible
- Strong computer skills
- Valid Driver's License & own transportation with insurance
- Post-secondary student with Social Service, Child and Youth, or Family Studies background
- Vulnerable Sector Police Check will be required

**Supervision**

The position will be directly accountable to the Caseworker Supervisors. The individual will interact daily with members of the service delivery team and other support staff.

Please forward your resume and references to Casework Supervisor, Lauren Leo, via email at [lauren.leo@bigbrothersbigsisters.ca](mailto:lauren.leo@bigbrothersbigsisters.ca) by 12:00pm on Monday, May 15<sup>th</sup>, 2023.

Only those selected for an interview will be contacted.

For more information about our life-changing mentoring programs, please visit our website at [www.bbbsniagara.ca](http://www.bbbsniagara.ca)

Accessibility – Big Brothers Big Sisters of Niagara is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the Accessibility for Ontarians with Disabilities Acts (AODA) and have policies and procedures that adhere to the accessibility standards set out in the AODA. Please let us know if you require any accommodation throughout the interview and selection process.

Big Brothers Big Sisters of Niagara is an equal opportunity employer.

The Casework Assistant position is made possible thanks to support from the Ontario Government and the Canada Summer Jobs program.